

20 June 2014

Attn: Public Records Custodian, Brandi Cordova
Northern New Mexico College
921 Paseo de Oñate, Española, NM 87532
Phone: (505) 747-2129
Via Email: bcordova@nmmc.edu

Mrs. Cordova,

Per New Mexico Inspection of Public Records Act, NMSA 1978 § 14-2-1 (IPRA), I would like to request the following public record(s) from 1 January 2006 through 30 June 2014:

- I request all contracts entered with Paul Cassidy and/or RBC Capital Markets by Northern New Mexico College, the Northern Foundation, and/or any officer/ administrator/staff/faculty of Northern New Mexico College.
- I request all rental agreements/leases entered with Paul Cassidy and/or RBC Capital Markets by Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.
- I request all purchase orders/ purchase requests generated for Paul Cassidy and/or RBC Capital Markets by Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.
- I request all invoices generated for Paul Cassidy and/or RBC Capital Markets by Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.
- I request all payment records to Paul Cassidy and/or RBC Capital Markets by Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.
- I request all payment records from Paul Cassidy and/or RBC Capital Markets to Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.
- I request all donations (cash and in-kind) to Paul Cassidy and/or RBC Capital Markets from Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.
- I request all donations (cash and in-kind) from Paul Cassidy and/or RBC Capital Markets from Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.
- I request all MOUs between Paul Cassidy and/or RBC Capital Markets and Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.

I request the following public record(s) provided in the same medium by which I am requesting such records—electronic format (.doc; .xml; .pdf ; .jpeg etc.) by email. Should these formats be unavailable, I request “reasonable facilities to make or furnish copies of the public records during usual business hours.” As you are aware the Northern New Mexico College Public Records Custodian has fifteen days to comply with this request. I appreciate your office’s attention to this request. Please feel free to contact me with any questions.

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